

Medeco Job Fair Open Positions Descriptions (Operations)

**OT will be required for all positions as assigned.
Pay will be determined by experience and skills.**

Assembler: 1st and 2nd shift

Assemble Electronics products. Use magnification to assemble electronic locks. Check quality on each piece for function and workmanship. Participate in team meetings to improve team's performance, solve problems, and improve safety and 5S. Perform responsibilities in accordance with all company standards, policies and procedures. Other duties as assigned.

Machine Operator: 2nd shift

Operate multiple machines as required. Check machine output for quality and meet required numbers. Participate in team meetings to improve team performance, solve problems, and improve safety. Other duties as assigned.

Machine Set-up Operator: 1st and 2nd shift

Set up and operate mechanical and CNC machines. Position and align tools into holders. Observe operation to inspect first-run work pieces. Trouble shoot machine or set-up issues. Study blueprint, layout, or charts to visualize work sequence of operations, dimensions, and tooling instructions. Actively involved in continuous improvement, kaizen, quality, or cycle time reduction. Other duties as assigned.

Maintenance: 1st shift

Set up, plan procedures, install and repair production and building equipment, special purpose machines, water, air, and gas lines, and electrical and electric controls. Inspect equipment for proper lubrication. Perform preventative maintenance tasks as assigned. Diagnose and make repairs and/or adjustments to machines and equipment. Electronic trouble shooting and repair plus mechanical diagnosis and repair including: hydraulics, pneumatics, and mechanical power transmission. Other duties as assigned.

Note: Frequent heavy lifting (50 lbs.)

Requirements for all positions:

Educational Requirements: High school diploma or equivalent

Physical Requirements: Normal corrective vision range; ability to see color and to distinguish letters, number, and symbols. Frequently required to sit, stand, walk, talk, hear, bend, and reach. Ability to reach with hands and arms. Occasionally required to lift and/or move 40-50 lbs.

Preferred Experience: Previous experience with essential job functions in a manufacturing environment

Work conditions: The manufacturing work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet. The work environment is primarily indoors. The position does not travel.

Important Notices: This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced, or delegated by management to meet the business needs of the property.

Medeco is a VEVRAA Federal Contractor/EO employer: Veterans/Disabled, and other protected categories.

Medeco Job Fair Open Positions Descriptions (Management and Office)

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Area Manager (ASSA)

Direct and coordinate activities that support the production and shipment of ASSA Inc. product. Responsible for the day to day management of a group of associates as well as meeting daily, weekly, monthly, and yearly goals aligned with the overall strategy of the business. Develop budget and cost controls, obtain and communicate information regarding types, quantities, specifications, and delivery dates of products ordered. Key goals include: safety, quality, delivery, inventory, and productivity. Other duties as assigned.

Educational Requirements: Bachelor's degree or equivalent

Preferred Experience: Previous management experience in a manufacturing environment

Software Quality Assurance Specialist

Perform complex testing tasks including planning, scheduling, troubleshooting, and manual testing to assure that developed software products meet requirement and design specifications and are within total quality management limits and standards. Communicate with product developers and technical support specialists to identify defects found in various software products. Drive improvements and efficiencies within Quality Assurance and the overall Product Development organization. Other duties as assigned.

Educational Requirements: Bachelor's degree in Computer Science or related field, or relevant experience

Preferred Experience: Diverse technology experience, knowledge of AGILE development process, write SQL database queries

PC Helpdesk Technician

Support and maintain corporate computer systems (desktop, laptop and peripherals) attached to Medeco's LAN/WAN infrastructure. Install, diagnose, repair, maintain, and upgrade all network hardware and software associated with end-user work requirements while ensuring optimal performance. Troubleshoot problem areas in a timely and accurate fashion and provide end user training and assistance where required. Other duties as assigned.

Educational Requirements: High school diploma or equivalent

Requirements for all positions:

Physical Requirements: Normal corrective vision range; ability to see color and to distinguish letters, number, and symbols. Frequently required to sit, stand, walk, talk, hear, bend, and reach. Ability to reach with hands and arms. Occasionally required to lift and/or move 50 lbs.

Work conditions: The manufacturing work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet. The work environment is primarily indoors. These positions do not travel.

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